

Chief, D/E

27 September 1954

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Request for Additional Personnel for IWG Secretariat

25X1A9a 1. It is requested that the staff of the IWG Secretariat - Export Control Desk be increased through the re-assignment on a part-time basis of a clerk now in D/E. It is understood that only one T/O clerical slot is to become available in the near future following [redacted] release. It is understood, further, that budget restrictions practically preclude recruitment of additional personnel. The justification for this request is outlined below.

25X1A9a 2. [redacted] GS-5 clerk-typist is the only person now assigned to assist the Executive Secretary in carrying on the administrative phase of IWG work and in maintaining the Export Control Desk files. She has been unable, despite intensive effort, to fully meet her dual assignment. [redacted] has responsibility for the typing, reproduction, filing and distribution of all IWG material, and for the logging, filing and distribution of EDAC, ED/EC, CHINCOM, and US export control documents. In giving priority to this work, the processing of EXCON cable material has fallen behind. Consequently, the EXCON desk has been able to respond to requests for information and/or material only by searching through a mass of accumulated, unfiled material. Parenthetically, nine file cabinets are required to house the mass of material on this subject. [redacted] has worked diligently to establish a workable file system and to weed out material in these files dating back to 1951. No progress has been made in carrying out instructions of the former Chief, D/E, to assemble in the EXCON files (as a central service) the numerous documents which have been accumulating in individual analyst's files since the establishment of D/E.

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3. An acceleration of activity by both the EXCON desk and the IWG Secretariat is clearly indicated in the assumption by Ch/C of the chairmanship of IWG, the renewed interest by EDAC and its Executive Committee in the full employment of IWG facilities, the proposed review and coordination by IWG of OIR production, and the increased demands by Agency personnel upon the EXCON files.

25X1A9a 4. [REDACTED] has received limited assistance from
25X1A9a [REDACTED] but such assistance has denied to [REDACTED]
the help she requires in the Office of the Chief.

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[REDACTED]
Executive Secretary
Intelligence Working Group

D/E/RR:JAG:gg (27 September 1954)

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